**Attendance:**

**To enter attendance for your group meetings.**

**Select the Attendance tab, click the Mark Attendance button.**



**The date will default to the current date but it may be adjusted as needed, you also have the option to title your attendance report. (ex: Chewbacca led group, Meeting held at beach, etc.)**

**Click Save.**

**Your group members will show in this window.**

**Clicking on the person will add them to the members in attendance.**

**Changes are automatically saved.**

